

STYLE GUIDE FOR AUTHORS:

International Conference on Fall Prevention and Protection

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This document outlines how you should submit your full paper, which will be published in the conference proceedings. Please follow these guidelines carefully to conform to the professional standards we wish to promote.

All documents should be submitted as a Microsoft Word “.doc” file. The title (14 point) and the authors’ names (11 point) should be in bold in Time New Roman font, and their affiliation in italics (Times New Roman font, 11 point), as shown above. Authors with different affiliations should be given superscript numbers (e.g. ¹, ²) to distinguish them. Authors’ names and affiliations should be centred on the page. Leave two blank lines after the title and after the authors’ names.

Set your margins so that the width of the main body text is 5.5 inches (140mm) and the depth is 8.75 inches (222mm); the width of the abstract text should be 4.7 inches (120mm).

Introduction

The book of proceedings will be produced directly from the submitted papers. The quality of the book is totally dependent on the quality of the material you submit; if the quality of your paper is poor it may not be included in the proceedings. Be realistic in your self-appraisal of the manuscript’s quality; certain abstracts may be appropriate for presentation, but the extent of the completed research and related findings may not reach the status of reportable research as a fully developed and peer-reviewed manuscript. If you feel that you may have any problems in producing a high quality paper, please contact the Conference Administrator (Paul Keane at 304-285-5901, or prk0@cdc.gov) as soon as possible so that appropriate arrangements can be made. Your paper must not exceed **five** pages. Please submit an electronic copy of the paper and any grayscale images in standard graphic format, such as jpeg or tiff. Any nonstandard graphic formats from specialized instrumentation, which cannot be processed by standard print-conversion software, will need to be converted to standardized formats before submission. Note that the paper will be published in **black and white**, so color prints will appear as grayscale images.

Text layout

Use this document format as a guide and follow these instructions. This text was produced using Microsoft Word and arranged according to the instructions given herein. Please note that the text will be photographically reduced during production to fit the final book size.

Margins

Page margins should be set as shown in Table 1. These describe distance from the edge of the page for 8.5 x 11 paper. Please fill the page to the **full** depth.

Table 1. Page margins for 8.5 x 11 paper

Margin		Distance from edge of page	
		inches	mm
Main text	top	1.3	33
	left and right	1.4	35
	bottom	1.7	43
Abstract	left and right	1.8	46

Font

Time New Roman font should be used for the entire paper. Font sizes for headings are described below (Table 2). For the main text 11 point size should be used. Please remember that your paper will be reduced in the printing process and text smaller than 11 points may be unreadable and is therefore not acceptable. Super- and sub- scripts of 6 points may be used where appropriate.

Format

- The first line of each new paragraph should be indented 0.25 inches (6.3mm), except for the first paragraph of a section or subsection.
- Use single line spacing throughout the document.
- Text must be full justified (i.e. have straight left and right hand margins).
- Avoid underlining text. Bold or italics should be used to emphasis words if appropriate.
- S.I. units should be used where possible.
- The first use of an abbreviation should be accompanied by the full spelling of the word(s), but commonly accepted abbreviations need not be spelt out.
- The first line of a page should not be the last line of a paragraph.
- If you produce your manuscript using Word please remove all hypertext links in web addresses and email addresses, so that they are not reproduced in faint color with underlining.

Headings

Title

The title must be in Time New Roman, 14 point bold capitals. It must not exceed 2 lines.

Main headings

Two blank lines must be left before, and one blank line after, a main heading. The main headings must be Times New Roman 12 point bold and should not be capitalised. Please try to restrict yourself to a maximum of 5 main headings.

Secondary headings

A blank line must be left before a secondary heading, but not after. Times New Roman font 12 point italics must be used. Please avoid using third level headings, and do not leave headings 'stranded' at the bottom of a page. Titles and headings should not be finished with a full stop.

Table 2. Font sizes

Text element	Size (point)	Font
Paper Title	14	Times New Roman (Bold)
Main Heading	12	Times New Roman (Bold)
Secondary Heading	12	Times New Roman (Italic)
Main Text	11	Times New Roman

Tables and illustrations

Tables

All tables must have a caption centred above them; leave one blank line before the caption. Captions should be in **bold** (11 points) and should not be finished with a full stop. Text in the tables should be 11 point and should be left justified. Tables should be centred to the main body of the text. An example of the preferred style is shown in Tables 1 and 2. For some complex tables other styles may be appropriate; this is left to the author's discretion. However, vertical lines should *only* be used when necessary for clarity.

Line illustrations

Each illustration must have a number (e.g. Figure 1) and a caption centred below it; captions should be 11 point **bold**. Leave two blank lines before the illustration, and one blank line between the caption and the following text. Any text in the illustration must be at least 3mm high so that it is readable once the paper has been reduced for publication. Please avoid using shading on graphs; hatching (with parallel cross lines) is an acceptable approach.

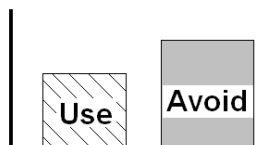


Figure 1. An example of a figure

Excel and PowerPoint

Graphs produced in Excel or PowerPoint images must be produced with black lines on a white background (not color lines, or grayscale background). In other respects these should be treated as line-art illustrations.

Halftones, gray scale images and screendumps

If any photographs are used, they should be embedded into the page. Grayscale images and images captured from computer screens or software should be placed on the page at high resolution and embedded into a Word file. Photocopies of halftones or grayscale images should not be used, as they reproduce poorly.

Please use line-art drawings or bitmap images where possible, as a good line-art drawing or bitmap image usually conveys information more effectively than a poorly reproduced photograph. Many photographs reproduce poorly as printed images.

If hatching is used please use light rather than dark hatching. If shading *has* to be used please use shading of 20% or 25% (and not more than 25%); but bear in mind that hatching reproduces more effectively than shading.

Black and white, crisp images only

The book will be printed in black and white, and therefore all graphic images and illustrations should be supplied in black and white, if at all possible. Acceptable quality color photographs and illustrations may become of unacceptable quality when converted to black-and-white scanned and reproduced images. For this reason, the use of color imagery, faint lines or faint shading in figures, other artwork, or in text, which will not reproduce well when printed, will be unacceptable (except in the case of high-resolution photographs or cases where it is otherwise impractical) as this will almost certainly not reproduce satisfactorily in the printing process. We recommend you make a black and white photocopy of your illustrations for a simple check. If a photocopy is of poor quality, the scanned image will probably be unacceptable for publication.

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author's employing agency, or if the author has concerns, please contact the Administrative officer.

References

References quoted in the text should give the author's/authors' name and date of publication, e.g. Smith (1990). Where references are quoted within brackets, the date should be separated by a comma (e.g. Weaver, 1988). Where a paper has only one or two authors, the names of all authors should be referenced in the text (e.g. Collins and Myers, 2008). Where a paper is written by more than two authors, the first name should be used, followed by *et al* in italics (e.g. Moore *et al*, 2000).

For the full reference, all authors' names should be given. Please use initials for first names. The full source title should be used; journal and book titles should be italicised. Volume numbers for journals should be in bold. Page numbers, where appropriate, should appear at the end of the reference. References should appear in alphabetical order, and where more than one paper by an author is referenced, these should be in ascending year of publication. Two or more publications by the same author(s) in one year should be distinguished by (a), (b) etc. Do not leave a blank line between references. References should be full justified. Please indent the references as show. Examples of the main types of references are given below.

Sample reference list

- U.S. Bureau of Labor Statistics (BLS), 1983, Survey of scaffold accidents resulting in injuries, 1978, *Work Injury Report*, (Washington, DC)
- U.S. Department of Energy (DOE), 1999, Excel automatic locking scaffold, *DOE/EM-0482, Innovative Technology Summary Report*, (U.S. DOE: Idaho Falls, ID)
- Webster, T., 2000, Workplace falls, *Compensation and Working Conditions*, (U.S. Government Printing Office: Washington, DC), 17-27
- Whitaker, S.M., Graves R.J., James, M., and McCann, P., 2003, Safety with access scaffolds: development of a prototype decision aid based on accident analysis, *Journal of Safety Research*, **34**, 249-261
- Yassin, A.S., and Martonik, J.F., 2004, The effectiveness of the revised scaffold safety standard in the construction industry, *Safety Science*, **42**, 921-931